



CONTRACT USER GUIDE



How to Use the HSP35 Major Laboratory Equipment, Furnishings and Related Services Statewide Contract

Contract #: HSP35 Contract Duration: 02/01/2012 to 9/30/2015
MMARS #: HSP35* Options to renew: None
COMMBUYS PO #: PO-14-1080-OSD01-OSD10-00000001295
Max End Date: 9/30/15
Contract Manager: Peter Etzel 617-720-3397 Peter.Etzel@state.ma.us
This contract contains: Prompt Payment Discounts (PPD), Supplier Diversity Program (SDP)

Contract Summary

This contract covers products and related services costing \$50,000 or more that are used in healthcare or scientific type laboratories including, but not limited to, clinical, forensic, environmental, and educational settings. The products and services available include:

- all laboratory equipment, peripherals, and furnishings
- installation and setup including integration into existing systems
- consumable and reagent agreements for specific instruments
- extended warranties, service and maintenance agreements
- technological upgrades
- test result reporting

This contract requires that the Purchasing Entity complete a Request for Quote (RFQ) form specifying the items and services to be purchased and distribute it to all those Vendors who are currently active on SWC HSP35. For items costing less than \$50,000 each, this contract may be used in place of SWC HSP34 Laboratory Supplies and Minor Equipment if the RFQ process is followed.

Benefits and Cost Savings

- The RFQ process allows a Purchasing Entity to request on the RFQ form, ancillary costs or requirements such as training, service and maintenance, and supplies.
- In addition to direct outright purchase, purchases made through this contract may be: term leases, reagent rental, or cost per test agreements.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also helps a department to meet their SDP annual benchmarks.
- Vendors have local, regional, national and international experience and exposure.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;

03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options (All Categories)

Purchase Options:

Purchases made through this contract may be direct outright purchases, term leases, reagent rental, or cost per test agreements. A purchaser is required to request quotes from all active HSP35 Contractors prior to issuing a Purchase Order and report the results to the Commonwealth Contract Manager. The RFQ and Results Reporting forms are attachments to this MBPO. Purchasers may add categories and details appropriate to their needs. Contractors are listed on the MBPO - click the "Vendor" Tab, then the "Distributors" Tab.

All orders placed under this contract must include the following statement: "This order is placed under Statewide Contract HSP35" Otherwise, the order will not be considered "use of a Statewide Contract" for procurement purposes. In addition it is recommended that the following language be included: "All of the terms and conditions of the Statewide Contract HSP35 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

Pricing and buying details:

For purchaser job aids, click here: [COMMBUYS Purchasing Job Aids](#).

General Hint - One way to find this SWC is with "Advanced Search" entering the contract number (three letters two digits) in the "Description" field.

Ordering process when this contract requires quotes

Whenever this contract requires you to obtain quotes, the general process you have to follow is: (1) obtain quotes by issuing an "open market" bid restricted to the vendors on this contract; (2) once the quotes have been obtained, and an award made cancel the bid; (3) issue a "release requisition" against the existing Master Blanket Purchase Order (MBPO) for this statewide contract; (4) once the requisition is approved, convert it to a PO and send to the vendor. The specific ordering steps to take are:

1. Create an Open Market Bid with "Purchase Type" "Open Market" and with "Bid Type" "Closed." On the Bidders tab, click the "Restricted" button and enter each bidders ID from the MBPO for this statewide contract. Under the "Items" tab, create a new item using the same Commodity / UNSPSC code as the relevant item on the MBPO for this statewide contract. Include specific product requirements for the order as an attachment and/or as part of the item description(s). Send the bid and obtain quotes.
2. Once the quotes have been received, award it, and then cancel the Open Market Bid. Do not create a Purchase Order from the Open Market Bid.
3. Create a Release Requisition referencing the MBPO for this statewide contract. When creating the requisition, look up the relevant SWC item by searching for the statewide contract number (three letters and two digits) in the "Description" field, click to "Select" the items, and then "Save & Exit." Once the item has been added to the requisition, edit it to add the specific product description and input the winning quote price. On the vendor tab, use the "Change Vendor" button to replace "Conversion Vendor" with the winning Quote Vendor. On the "Attachment" tab attach the winning Quote noting the Open Market Bid number in the "Description" field.
4. When approved take the Requisition through to your Purchase Order.

Prevailing Wage Rates

All or part of the service(s) available under this contract may require the payment of prevailing wages. Details follow regarding when the purchasing authority must request a prevailing wage schedule from the Department of Labor Standards (DLS) at <http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/>. The DLS homepage is www.mass.gov/dols, phone 617-626-6953. Prevailing wages may be required under M.G.L. c. 149, Sections 26 through 27D (construction); Section 27F (trucks, vehicles and other equipment performing public works functions (non-construction); Section 27G (moving office furniture) and 27H (state cleaning contracts). Any eligible public entity that uses this contract will be considered the “awarding authority” and must request a prevailing wage schedule at the time of the engagement of the Contractor for specific services.

Additional Information

Geographic service and delivery areas - Contractors will be able to provide the requested service(s) throughout the Commonwealth.

Returned Goods: The Purchasing Entity may return any item in original packaging and in saleable condition within thirty (30) calendar days of receipt of order, unless at time of the order the Vendor clearly stated in writing that an item was not returnable. If the Purchasing Entity discovers concealed damage and notifies the Vendor within sixty (60) days of receipt, the item must be replaced or a credit issued. A wrongly shipped item received in error for which the Purchasing Entity notifies the Vendor within 60 calendar days of receipt must be replaced, credited, or repaid by check at the option of the Purchasing Entity. The Vendor is responsible for the shipping costs of all returns and restocking charges are not allowed under the Contract.

Delivery: Shipping and delivery costs are part of the RFQ form posted with the MBPO.

Recalls or Notices of Defects - The purchaser is to be notified by the Vendor within 5 days to work together to maintain operations. The purchaser is not responsible for the cost to replace or repair the item.

Where to Find Contract Information on COMMBUYS

To find in depth Master Blanket Purchase Order (MBPO) information: on the COMMBUYS, login page click on the “Contract & Bid Search” link, click the Contracts/Blankets button, enter the contract number number (three letters two digits) in the Contract/Blanket Description, (if you have logged in and searching, some users will see a box labelled “Header Major Status” – if so, use the dropdown menu to select “3PS-Sent), then all users click the “Find It” button, to see all MBPO’s. You will see the MBPO’s listed above for the four categories. If you see a “vCurrent” MBPO, it is historical information from the prior COMM-PASS system. Click the link you want to see. The Contract User Guide and RFR are posted with the MBPO’s.

Strategic Sourcing Team Members

Name	Organization	Email Address
Karen Crisafulli	Lemuel Shattuck Hospital	Karen.Crisafulli@MassMail.State.MA.US
Deanne Daneau	Wall Experimental Station	Deanne.Daneau@MassMail.State.MA.US
Gary Fausett	State Lab Institute	Gary.Fausett@MassMail.State.MA.US
Kathy Monahan	Holyoke Soldiers Home	kathy.monahan@MassMail.State.MA.US
Susan Porter	Holyoke Soldiers Home	susan.porter@MassMail.State.MA.US
Kathy Rufo	Tewksbury State Hospital	Kathy.Rufo@MassMail.State.MA.US
Paul Walsh	State Lab Institute	Paul.Walsh2@MassMail.State.MA.US

Vendor List and Contract information

The available Contractors are listed below. Supplier involvement in the following programs will have the appropriate three to four letter code at the end of the vendor listing. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), & Prompt Pay Discount (PPD):

- | | |
|---------------------------------|--|
| 1. AB Sciex, LLC | 877-740-2129, SDP, no PPD |
| 2. Fisher Scientific | 508-360-5353, SDP, PPD 1% within 10 days |
| 3. Government Scientific | 800-248-8030x160, SDP, no PPD |
| 4. Leica Geosystems | 800-367-9453, SDP, PPD 2% within 10 days |
| 5. Qiagen, Incorporated | 800-426-8157x22179, SDP, PPD 1% within 10 days |
| 6. VWR International | 678-288-3159, SDP, PPD 1% within 10 days |

o0o